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29 August 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT: Statement of Accomplishments for Fiscal Year 1962,  
and Plans and Objectives for Fiscal Years 1963  
and 1964 **PLANS & REVIEW STAFF**

1. This report presents major activities accomplished by the Plans and Review Staff during Fiscal Year 1962. During this period the Plans and Review Staff was established from the Plans Staff and the Regulations Unit in the Office of the Director of Personnel. This report will therefore be presented showing the accomplishments in these two functional areas of the current Plans and Review Staff.

2. Plans and Review Function

The staff activities performed consist principally of projects in various areas of personnel administration. Operating activities consisted of fulfillment of responsibilities for the support of the Agency Honor and Merit Awards Program and the Agency Suggestion Awards Program.

The FY-1962 Plans and Review accomplishments and activities are summarized as follows:

- a. Definition of Creditable and Continuous Service for use in Administration [redacted] - A guide was prepared for use in making determinations on service administration of separation compensation.
- b. Development of a Pattern of Progression for Junior Professional Personnel.
- c. Review of Fitness Reporting System - Current policies and practices were reviewed resulting in a revised simplified form and more complete instructions.
- d. Promotion Analysis - Statistical analysis of feasibility of various promotion patterns for JOT and other personnel. Analysis of promotion rates for various career services.

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- e. Retirement - Monitoring developments in the retirement field in the Foreign Service, Military Services and Federal Service.
- f. Retirement - Development of Explanation and Justification of Agency Retirement Program.
- g. Manpower Analysis - Analysis of current and projected staffing of career services.
- h. Mobility of Specialists Within the Agency - Identified and prepared recommendations for the more effective personnel management of certain specialist categories within the Agency.
- i. Junior Officer Training Program (Internal) - Completed analysis of the selection, progression and attrition of Agency employees selected for the Junior Officer Training Program.
- j. Coordination of Staff Support for the Establishment of the DD/R.
- k. Development of Agency position for Civil Service Interchange Agreement.
- l. Development of a University - On the Job Cooperative Training Program for the Office of Communications.

Honor and Merit Awards

The CIA Honor and Merit Awards Board held ten meetings during the report period.

A summary of actions taken and status of recommendations as of 30 June 1962 is as follows:

Recommendations pending 1 July 1961	15
Recommendations received during this period	<u>70</u>
TOTAL	85
Recommendations forwarded to DCI and Approved	72
Recommendations Disapproved	<u>3</u>
SUB-TOTAL	75
Pending before the Board	7
Pending before the DCI	<u>3</u>
SUB-TOTAL	10
TOTAL	85

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There was an increase in Honor and Merit Awards activities during FY-62 over FY-61. Fifteen more cases received and twenty-two more were approved by the DCI or DDCI than in the previous fiscal year.

#### Suggestion Awards

During FY-62, 376 suggestions were received, 83 were adopted and 293 were disapproved. The Suggestion Awards adoption rate for FY-62 was 22.1% an increase from the preceeding fiscal year when it was 20.9%. In addition to this workload the Incentive Awards Administrators stressed the Invention Awards phase of the Program, conducting lectures, seminars, and workshops throughout the Agency on this subject and establishing procedures to insure that all inventions receive award consideration. During the past two fiscal years the emphasis has been on "significant" suggestions and major contributions. There was published during this period the new criteria and high standards for cash awards. This information was set forth in training programs and promulgated through a payroll insert. The Executive Secretary participated in the newly activated National Chapter of the National Association of Suggestion Systems which serves as an excellent medium for the exchange of ideas.

#### Regulations Function

Major projects included: processing the "Categories of Personnel" regulation and the "Employee Conduct" handbook; completion of the major portion of work involved in converting headquarters  regulations to new format; and the processing of regulations and handbooks covering hours of work and leave.

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The FY-1962 Regulations Function accomplishments are as follows:

Headquarters regulations processed	22
Headquarters handbooks processed	6
Headquarters notices processed	10

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Office of Personnel Memoranda published	9
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Administrative Support for CIA Career Council:

- (1) Agenda and minutes for 5 CIA Career Council Meetings.
- (2) Public Service Awards
  - (a) Memorandum to Deputy Directors soliciting nominations for 6 public service awards.

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- (b) Preparation of nominating papers for National Civil Service League Award.
- (c) 6 letters to award-sponsoring organizations for signature of DCI.
- (3) Nomination of candidates for Senior Officer Schools:
  - (a) Memorandums to Deputy Directors soliciting nominations.
  - (b) Preparation of roster of candidates nominated for Senior Officer Schools.
  - (c) Scheduled candidates for interview by Career Council.
  - (d) Memorandum to DCI recommending nomination of candidates selected by Career Council.
- (4) Handle sale of tickets for National Civil Service League Awards Banquet and arrangements for attendance of 80 Agency officials.

Program plans and objectives for fiscal years 1963 and 1964 are as follows:

a. Fiscal Year 1963

Coincident with the establishment of the Plans and Review Staff, emphasis will be broadened to encompass a wider range of studies and projects than those described above. In addition, an increased emphasis will also be given to the review and evaluation function of the Staff.

An increase in the conduct of research and studies designed to keep the Office of Personnel currently informed regarding significant trends and developments in the field of personnel management.

The completion of the conversion of personnel regulations to the new numbering system which includes the revision and updating of procedures prescribed in the regulations. The level of operations in the regulations area will be about the same as in the preceeding fiscal year.

To carry out the plans and review function, it is estimated that one additional professional and one additional clerical person will be required.

b. Fiscal Year 1964

Continuation of functions and objectives set forth for fiscal year 1963.

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Chief, Plans and Review Staff

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